



Planning & Development • 10770 West Oakland Park Blvd. • Sunrise, FL 33351 • 954.746.3270

## PERMANENT WATER METER CHECK LIST

PROJECT NAME: \_\_\_\_\_ NO. \_\_\_\_\_ DATE: \_\_\_\_\_

*The following items must be on file in the Planning & Development Department prior to the installation of the first permanent water meter:*

- ☐ A. **Letters of acceptance** as applicable from:
  - ☐ B.C.P.H.U. (Broward County Public Health Unit)
  - ☐ D.P.E.P. Waste Water
- ☐ B. Signed and sealed **certification** of utility mains by the Engineer of Record.
- ☐ C. Letter from Developer certifying the **actual cost** of the water and sewer construction (including materials and labor).
- ☐ D. Letter from the Developer stating that **no liens** have been filed relating to the installation of utilities.
- ☐ E. **Bill of Sale Absolute** executed on the City's standard form, including as exhibits:
  - ☐ A legal description of the project land.
  - ☐ An 8 ½" x 11" signed and sealed reduced copy of the as-built print showing the water and/or sewer lines being turned over to the City.
- ☐ F. **Grant of Utility Easement**, executed on the City's standard form including as exhibits:
  - ☐ A **Title Insurance policy** for the easement land issued according to the City's standards
  - ☐ An 8 ½" x 11" **legal description** of the easement being granted.
  - ☐ A signed and sealed **survey** of easements.
  - ☐ For projects with utility easements that have been platted, a copy of the recorded plat will be required.

**\*\* Note: Prior to recording the easement you must receive written approval from this department for the Easement and Title Commitment. Once the Easement and Bill of Sale are recorded, the Title Insurance Policy can then be issued.**
- ☐ G. 3 copies of the **address list** including lots, blocks, and addresses of the entire development. For commercial developments please list the bay number and corresponding address.
- ☐ H. Water and sewer **As-Builts** to be **approved PRIOR** to issuance of first permanent water meter.
  - ☐ One (1) CAD drawing file on disk, in AutoCAD 2000 format, containing the water and sewer as-built information as shown on the as-built prints.
  - ☐ Five (5) sets of as-built prints, using the approved design drawings, signed and sealed by the Engineer of Record and a land surveyor registered in the State of Florida.
- ☐ I. **Final inspection** and approval of the water and sewer system by the utility inspector.
- ☐ J. **Guaranteed Revenues** paid up to date. (Confirm with Ema Po 835-2782)
- ☐ K. Submittal of the **Water Meter Application** (contact Ema Po (835-2782) for deposit information).

**NOTE:** We suggest that you submit all of the above referenced items no latter than 2 weeks before you need your permanent water meter in order for us to efficiently process your request for permanent water meter installation in a timely manner.

For Departmental Use Only:

Meter Issued: \_\_\_\_\_ Fire Line: \_\_\_\_\_ Cost Memo: \_\_\_\_\_ Acceptance Letter: \_\_\_\_\_